

Administrative Order



Administrative Order No.: 4-115

Title: Governing the Building Permit Process

Ordered: 10/5/1999

Effective: 10/15/1999

AUTHORITY:

Section 4.02 of the Miami-Dade County Charter and Section 8-6 of the Code of Miami-Dade County.

POLICY:

It shall be the policy of Miami-Dade County to facilitate the timely issuance of building permits as provided for in the South Florida Building Code and Code of Miami-Dade County through the establishment of an efficient building permit process.

PERMIT PROCESS AND PROCEDURES:

Any qualified applicant seeking a building permit shall first file a complete application on a form furnished by the Building Department accompanied by the required fee. Each application shall be accompanied by two sets of complete plans and specifications as required under the South Florida Building Code. The Building Department will assign a permit processing number for tracking purposes. If the Building Department subsequently determines that the application and plans and specifications are not complete, then the processing number will be cancelled and the up-front fees paid will be forfeited. Where a processing number has been cancelled, the applicant must file a new application and pay all required fees.

It shall be the responsibility of the Building Department to review the plans and specifications for compliance with South Florida Building Code requirements and to route the plans to the Department of Planning and Zoning for zoning review and the Department of Environmental Resources Management for the initial review of new residential and commercial construction. Coordination of the routing between departments shall be the responsibility of the Building Department through the use of its own personnel. The Building Department shall notify the permit applicant within two (2) days of the completion of the last review that the plans are ready for pick-up. This notice shall be in addition to the notice required under Section 302.1(f) of the South Florida Building Code. After 60 calendar days from the date of such notification, where such additional information has not been submitted or the permit has not been purchased, the application and/or permit shall become null and void. Where an application and/or permit has become null and void, a new application must be filed and upon payment of any required fees shall be processed as though

there had been no previous application.

The applicant shall be responsible for the subsequent routing of the plans to the Fire Department, Department of Public Works, Water and Sewer Department, Department of Planning and Zoning for any required landscape review and any other department or agency as necessary. Upon obtaining the plans from the Building Department, the applicant shall take the plans to the Fire Department, if necessary. Once the Fire Department review is complete, the applicant may take the plans to the Department of Planning and Zoning for the landscape review, the Water and Sewer Department or Public Works Department in whatever order is advantageous to the applicant. The Fire Department, Department of Planning and Zoning, Department of Public Works and the Water and Sewer Department shall notify the permit applicant within two (2) days of completion of their reviews that the plans are ready for pick-up.

In order to ensure the timely processing of permit applications and plans and specifications as established in Section 8-6 of the Code of Miami-Dade County, each of the County departments will be required to approve or reject the plans upon initial review within the following time periods:

RESIDENTIAL CONSTRUCTION – GROUP I OCCUPANCY

Fire Department Not Applicable

Building Department 20 days

Department of Planning and Zoning:

Zoning Review 2 days

Planning Review 2 days

Department of Environmental Resources Management 4 days

Department of Public Works 2 days

Water and Sewer Department 5 days *

30 days

COMMERCIAL CONSTRUCTION – ALL OTHER OCCUPANCIES

Fire Department 9 days

Building Department 24 days

Department of Planning and Zoning:

Zoning Review 3 days

Planning Review 2 days

Department of Environmental Resources Management 8 days

Department of Public Works 4 days

Water and Sewer Department 5 days *

50 days

Processing or plan review time shall be measured from the time the plans are logged into the department until the applicant is notified and the plans are logged out. The above time limitations shall not apply in the event that the reviewing department determines that the project requires a zoning or Environmental Quality Control Board hearing. In the event the process is stopped due to a pending zoning hearing, the portion of the upfront fee relating to building and DERM will be refunded. In the event the process is stopped due to an Environmental Quality Control Board hearing, the portion of the upfront fee corresponding to building will be refunded.

* Since the review by the Water and Sewer Department may occur concurrently with the reviews by other departments, the number of days for review by this department is not reflected in the total.

PERMIT FEES

Any person desiring a permit shall, in addition to filing an application and before such permit is issued, pay a permit fee in accordance with the fee schedules of the County departments established by separate administrative order. The permit applicant will be entitled to a refund of the fee charged by a department for plan review, if the department exceeds the allotted time for review established above in accordance with the following:

- A permit applicant will receive a 25% refund in the amount of the permit fee assessed by a department for plan processing which exceeds the maximum time period for review for that individual department established herein by one day up to one half of that department's allotted time.

- A permit applicant will receive a maximum refund of 50% of the permit fee assessed by a department for plan processing which exceeds the maximum time period for review for that individual department established herein by more than one half of that department's allotted time.

Each department will be responsible individually for processing refund requests. The permit applicant shall be responsible for making application for refund within 180 days of the date of permit issuance. Failure of the permit applicant to make application for refund within the stated period shall constitute a forfeit of the right to a refund. The refund will be granted to the permit holder. Each department will be entitled to collect the full amount of that portion of the total fee charged related to the cost of inspections and any other responsibilities unrelated to plan review.

In the event that any department loses a set of plans, the department will be responsible for paying the permit applicant's cost of reproducing the plans up to, but not exceeding, 100% of the department's permit fee. The amount of the permit fee reduction or offset for reimbursement of the cost of reproducing lost plans shall be calculated only upon that portion of the total permit fee which represents the department's plan processing expense.

DEFINITIONS

Complete plans are plans and specifications containing all required information as provided for in Chapter 51, Appendix A of the South Florida Building Code which are necessary for the plans reviewer to approve the issuance of a permit.

Days shall mean County working days unless otherwise specified.

Notice shall mean notification verbally or in writing through voice, recorded message, facsimile, postcard or letter.

Permit applicant shall mean the owner or tenant of the property on which the proposed construction will occur, contractor or owner's designee or contact person as indicated on the permit application.

Permit fee shall mean the total fee charged by each County department to allow building construction or land improvement on property in Miami-Dade County. In the case of the Water and Sewer Department, permit fee shall mean the water and sewer connection charges.

This Administrative Order is hereby submitted to the Board of County Commissioners of Miami-Dade County, Florida.

M. R. Stierheim
County Manager